



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-11-37

<u>OPEN TO</u>	US Citizen Eligible Family Members (USEFMS) Current mission employees serving a probationary period are not eligible to apply.
<u>POSITION</u>	Facility Assistant
<u>OPENING DATE</u>	Wednesday: June 16, 2011
<u>CLOSING DATE</u>	Wednesday: June 30, 2011
<u>WORK HOURS</u>	Full-time; 40 hour workweek
<u>GRADE/SALARY</u>	FP-06 \$44,737

ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN

The U.S. Embassy in Khartoum, Sudan is seeking a qualified Eligible Family Member for the position of Facility Assistant at the Facility Maintenance Section (FMS).

BASIC FUNCTION OF POSITION

Incumbent serves as administrative/ executive program assistant to the Facility Manager. Facilitates all administrative requirements within Facilities (FAC's) main functional groups which are the Engineering, Embassy & Residential Sections. Work locations encompass the Embassy Compound with its three main buildings and approximately 80 Residential properties. Coordinates FAC activities with the Management Office, General Services Offices, other mission offices, and residential clients. Process personnel actions for FAC employees under position control, and provides oversight of all personnel in the facilities section. Supervises the work order clerk and provides administrative support in meeting the work order requirements for the daily operation of the Embassy compound and residential properties. inquiries, and drafts responses.

QUALIFICATIONS (REQUIRED)

Applicants must meet ALL of the following criteria to be considered for employment

1. Education:

High School Diploma

2. Work Experience:

1-2 years experience in administrative office work.

3. Language Proficiency (Applicants Will be tested as applicable):

English Level IV(Fluent)

4. Skills and Abilities:

- General office procedures
- Ability to use Microsoft Office Suite Word, Outlook, and Excel
- Ability to write reports
- Ability to establish priorities and organize a large amount of varied information

- Ability to communicate across cultures and skilled in interpersonal relations

SELECTION CRITERIA

- Applicants must be eligible for employment under local labor law, i.e. must have a valid Sudanese work permit if applicable.
- Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
- Selected candidates must pass a pre-employment medical and security clearance prior to an offer of employment.
- When fully qualified, U.S. Citizens and U.S. Veterans are given preference.

TO APPLY

All applicants must submit the following:

1. DS-174, Application for Employment available at the U.S. Embassy website http://sudan.usembassy.gov/job_opportunities.html, "Job Opportunities".
 - **ONLY Application Form DS-174 will be accepted.**
 - **DO NOT attach any additional documents.**
 - **Applications submitted on any other form, or with attachments, will NOT be considered.**
2. Completed applications must be received on or before 04:30 PM on the closing date.
 - Applications received after the closing date will not be considered.
3. Applications may be submitted as follows:
 - E-mail: KhartoumHRAApplications@state.gov. Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).
 - By Hand: Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. . Application box outside Consular Entrance.
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.